**Scholarship proposal submission procedure**

Scholarships are entered electronically in the INET application in the Economics and Accounting section - Financial Control menu:

Obsah obrázku text

Popis byl vytvořen automaticky

Click on the following menu to select Scholarship Proposals:

Obsah obrázku text

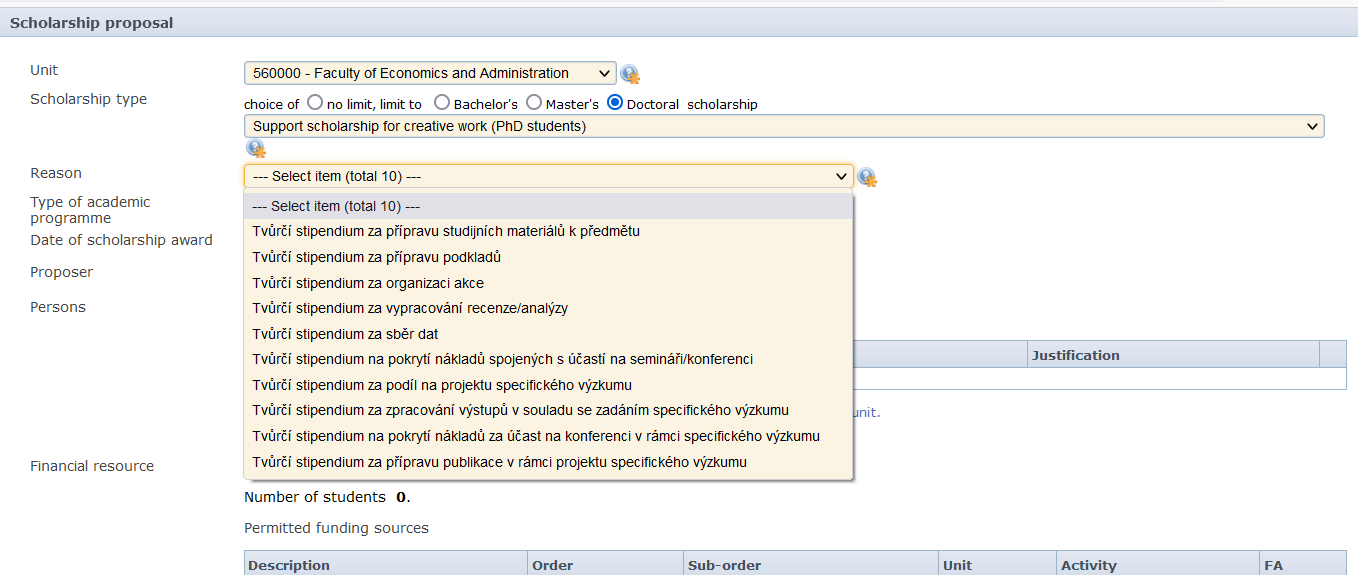
Popis byl vytvořen automaticky

then click on the Add Scholarship Proposal button:

Obsah obrázku text

Popis byl vytvořen automaticky

Now you need to select the Unit (faculty), the type of PhD scholarship and the option Support Scholarship for creative work (PhD students). In the justification you will select either the option "for the preparation of outputs in accordance with the project research" or "to cover the costs of participation on the conference/study stay":



Scholarship for the costs of participation on the conference/study stay

Scholarship for the preparation of outputs in accordance with the project research

Next, choose the PhD programmes at MU, fill in yourself as the Proposer, the Periodicity „one-off“ and the month in which the scholarship should be paid. Under the Persons menu, click on the Add Student button: Obsah obrázku text

Popis byl vytvořen automaticky

You will again fill in yourself, the proposed amount of the scholarship, and justify what the scholarship is proposed for. Then you save it:

Obsah obrázku text

Popis byl vytvořen automaticky

In the Funding source section, fill in your project order and click Look up by number, all other fields will be filled in automatically, except for the last field Faculty account, where you select the option "administrative overhead not tracked":

Obsah obrázku text

Popis byl vytvořen automaticky

At the end you will save and hand over for approval.